

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

How to: Enter your DMR data with an EDIT role

Step 1: Access the CDX or NetDMR page and login with your username and password at

<https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login>

Or <https://netdmr.zendesk.com/hc/en-us> Click on Login to NetDMR

Step 2: Once you login it should take you to the MyCDX tab.

A: Circled in red is the link to access NetDMR from inside CDX. Click on “permittee” to access NetDMR.

The screenshot shows the MyCDX interface with tabs for MyCDX, Inbox, My Profile, and Submission History. The main content area is titled 'Services' and contains a table with columns for Status, Program Service Name, and Role. A red circle highlights the 'Permittee (signature)' role in the table. To the right of the table are two panels: 'CDX Service Availability' with a link to 'See the status for all program services' and 'News and Updates' with the text 'No news/updates.'

Status	Program Service Name	Role
	NDMR-R10AK: NetDMR: EPA Region 10 Alaska	Permittee (signature)

B: Circled in red is the link to access NetDMR from inside CDX. Click on “permittee” to access NetDMR.

Access NetDMR

B [Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact NDEQ.NetDMR@nebraska.gov.

News

Step 3: Searching for your DMRs.

A: click the dropdown list and select your permit ID #.

B: click on the Update button.

C: Put in a monitoring period range for the DMRs you want to fill out by using the calendar buttons or by typing the following:

For quarter 1 – “01/01/2018” “03/31/2018”

For quarter 2 – “04/01/2018” “06/30/2018”

For quarter 3 – “07/01/2018” “09/30/2018”

For quarter 4 – “10/01/2018” “12/31/2018”

D: Click on the Submit button

The screenshot shows the 'All DMRs & CORs' search page. At the top, there are tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. Below the tabs, the page title is 'All DMRs & Copies of Record (CORs)'. A search instruction reads: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' The search fields are: 'Permit ID:' with a dropdown menu showing 'NE0023973' and an 'Update' button (circled in red with 'A' and 'B'); 'Facility:' with a dropdown menu showing 'All' and an 'Update' button; 'Permitted Feature:' with a dropdown menu showing 'All' and an 'Update' button; 'Discharge:' with a dropdown menu showing 'All'; 'Monitoring Period End Date Range:' with two date input fields showing '01/01/2018' and '03/31/2018', each with a calendar icon, and a '(mm/dd/yyyy)' label (circled in red with 'C'); 'Edited or Submitted By:' with a dropdown menu showing 'All'; 'Status:' with a list of status options: 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed', along with an 'All' button and a note '(Hold down CTRL or Mac command key to select/deselect multiple)'; 'Scheduled/Unscheduled:' with a dropdown menu showing 'All'; and 'COR Confirmation #:' with an empty text input field. At the bottom, there are 'Search' and 'Clear All Fields' buttons (circled in red with 'D').

Step 4: Search Results

- A:** Find the correct Outfall / Discharge # for the DMR that you want to work on.
- B:** Next use the monitoring period end date to find the correct monthly or quarterly DMR.
- C:** Check the status of the DMR: Ready for Data Entry indicates the DMR has not been filled out.
- D:** Click on the Go button that is in the same row as the DMR you want to open and fill out.

DMRs 1 through 3 of 3

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status
				A		B			C
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	Scheduled	01/28/18	Ready for Data Entry
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	11/30/17	Scheduled	01/28/18	Ready for Data Entry
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-Q	Nitrogen & Phosphorus	12/31/17	Scheduled	01/28/18	Ready for Data Entry

Step 5: Top portion of the DMR

A: Fill out the Principal Executive Officer / whoever signs the DMRs.

B: The phone # must use this format with the dashes and no spaces "402 – 555 – 5555".

Permit ID:	NE0023973	Major:	<input type="checkbox"/>
Permittee:	SCOTIA WWTF	Permittee Address:	101 S MAIN ST
Facility:	SCOTIA WASTEWATER TREATMENT FACILITY	Facility Location:	SCOTIA, NE 68875 101 S MAIN STREET
Permitted Feature:	001 - External Outfall	Discharge:	SCOTIA, NE 68875 M - Effluent Discharge
Report Dates & Status			
Monitoring Period:	From 10/01/17 to 10/31/17	DMR Due Date:	01/28/18
Status:	Not Saved		
Principal Executive Officer			
First Name:	<input type="text" value="Bob"/>	Last Name:	<input type="text" value="Cassidy Jr."/>
Title:	<input type="text" value="Operator"/>	Telephone:	<input type="text" value="402-555-0911"/>
No Data Indicator (NODI)			
Form NODI:	<input type="text"/>		

Step 6: DMR data entry

DMRs in NetDMR follow the same format as your paper versions. Parameters are listed on the left side and continue across the row. You will need to fill out each value position circled in red below.

The Quantity or Loading side of the DMR does not automatically calculate for you. The formula for loading is $mg/l \times MGD \times 3.785 = kg/d$, use the flow from the day you sampled.

A: Circled below are where the value positions for entering your data are.

Code	Parameter Name	NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00310	BOD, 5-day, 20 deg. C	Smpl.	A 3.21	= 3.21	kg/d	= 15	= 15	mg/L	0	02/30	GR
1 - Effluent Gross											
Season: 0			Req. Req Mon Monthly Average	Req Mon 7 Day Average	Kilograms per Day	<= 30 Monthly Average	<= 45 7 Day Average	Milligrams per Liter		Twice Per Month	GRAB
NODI: [v]			NODI [v]	[v]		[v]	[v]				
00400	pH	Smpl.				= 7.3	= 7.3	SU	0	02/30	GR
1 - Effluent Gross											
Season: 0			Req.			>= 6.5 Daily Minimum	<= 9 Daily Maximum	Standard Units		Twice Per Month	GRAB
NODI: [v]			NODI			[v]	[v]				

Non-detects for parameters should be reported using the less than symbol and the Reportable Limit on your lab sheet. Loading will still be calculated the same as above. $mg/l \times MGD \times 3.785 = kg/d$

A: From the drop down list select the "<" (less than symbol).

B: Enter only the reportable limit numbers and decimal point in the value position.

00610	Nitrogen, ammonia total [as N]	Smpl.	< 22	< 22	kg/d	< 0.05	< 0.05	mg/L			
1 - Effluent Gross											
Season: 3			Req. <= 4.52 Monthly Average	Req. <= 10.07 Daily Maximum	Kilograms per Day	<= 6.64 Monthly Average	<= 14.78 Daily Maximum	Milligrams per Liter		Twice Per Month	GRAB
NODI: [v]			NODI [v]	[v]		[v]	[v]				

Step 7: DMR data entry continued

In some cases you will need to use a no data indicator (NODI) to report when you don't have data / numbers. "9" or conditional monitoring is used if the sample is not required for that period. "E" or analysis not conducted should be used if the required sample was not taken for the monitoring period. Please consult the NDEE before using any other NODI codes on your DMRs.

A: Circled below on the left is a dropdown to select the NODI code that will be applied for that parameter.

00610	Nitrogen, ammonia total [as N]	Smpl.			kg/d				mg/L			
1 - Effluent Gross					List				List			
Season: 3		Req.	<= 4.52 Monthly Average	<= 10.07 Daily Maximum	Kilograms per Day		<= 6.64 Monthly Average	<= 14.78 Daily Maximum	Milligrams per Liter		Twice Per Month	GRAB
NODI: 9		NODI	9	9			9	9				

B: For a list of the NODI codes click on the List button located at the top left of the table.

Code	Parameter Name	NODI	Value 1	Value 2	Units
00310	BOD, 5-day, 20 deg. C	List	=	=	kg/d
1 - Effluent Gross					List
Season: 0		Req.	Req Mon Monthly Average	Req Mon 7 Day Average	Kilograms per Day
NODI: 9		NODI	9	9	

Step 8: Save and Continue

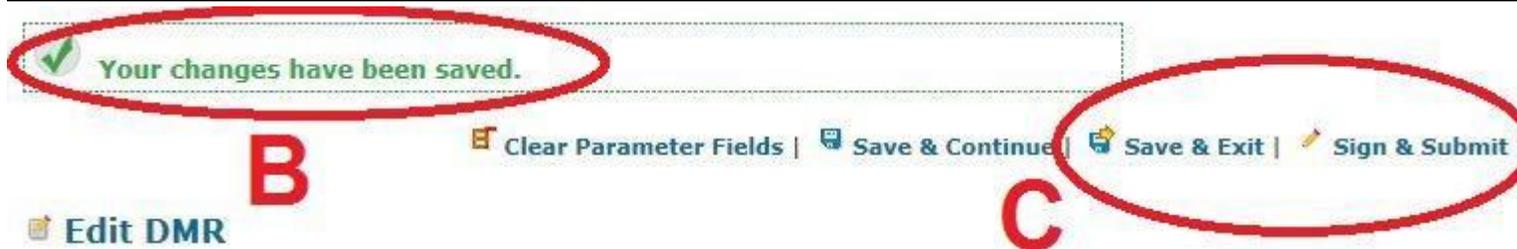
When you are finished filling out the DMR you will want to save and continue to ensure that no errors exist.

A: At the bottom of the page click on “Save & Continue”



B: NetDMR will automatically take you to the top of the page; confirm that it says “Your changes have been saved”.

C: If you don’t have errors click on the Save and Exit button as you are finished with this DMR. You will then need to notify whoever signs your DMRs so they know they are ready to be submitted.



D: if you receive the error message below you will need to scroll to the bottom of the page and review the edit check errors section. Make the necessary changes and repeat step 8.

